EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

APPLICATION TRAINING

Important Dates

- Application due September 15, 2025
- Additional Q&A Sessions
    - Wednesday, August 27, 2025: 9:00 – 10:00 A.M.
    - Thursday, September 4, 2025: 1:00 – 2:00 P.M.
    - Friday, September 12, 2025:10:00 – 11:00 A.M.
- OEM Awarded by September 30, 2025

Important Guiding Documents

- Notice of Funding Opportunity
- Preparedness Grants Manual
- DHS Standard Terms and Conditions
- 2 CFR 200 – Code of Federal Regulations, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- ORS Chapter 401 – Emergency Management and Services
- OAR 104 Division 10 – Participation of Local and Tribal Governments in the Emergency Management Performance Grant (EMPG) Program of the Federal Emergency Management Agency (FEMA)
- Emergency Management Performance Grant (EMPG) Program on OEM Website

Changes

Exercise requirement

- **<u>Past</u>** – one operational, one discussion based, opportunity to substitute real world event.

- **<u>New</u>** – 2 exercises (no requirement on type), opportunity to substitute real world event is still included, but exercises are desired.
    - See Guidance on OEM Website Exercise page for more exercise information. Office hours provide additional support, or reach out directly to staff.
    - EMERS should be submitted within 15 days of exercise completion

Changes (continued)

- **Hazard Committee Meetings**
- Past - Two meetings required
- New – No meeting requirement

Changes (continued)

Emergency Manager

- **<u>Past</u>** – required full-time emergency manager, no definition
- **<u>New</u>**
  - no requirement for full-time emergency manager (one needs to be listed, but they receive reimbursement based on hours worked in EM. Must keep up with EMPG requirements.)
  - Jurisdictions required to submit a job description for all EMPG funded employees.

Changes (continued)

Emergency Manager Definition

An emergency manager is a professional responsible for coordinating and overseeing the preparation for, response to, and recovery from emergencies and disasters. Their role involves:

- Disaster Planning: Designing comprehensive plans to prepare for potential emergencies, including procedures, resources, and roles during a crisis.

- Training and Education: Developing and delivering training programs for first responders, volunteers, and the public to ensure effective crisis response.

- Coordination: Managing response efforts across different agencies, ensuring effective collaboration and communication.

- Communication: Acting as a critical link to disseminate information about the disaster and response efforts to the public, media, and stakeholders.

- Recovery and Evaluation: Overseeing recovery efforts, coordinating clean-up, rebuilding, and providing aid, as well as evaluating the response to improve future efforts

Changes (continued)

Eligibility Requirement

- **<u>Past</u>** – If jurisdictions were not up to date on Emergency Operations Plan (EOP) or Hazard Mitigation Plan (HMP) they would include it on their work plan, no additional requirement.

- **<u>New</u>** – Jurisdictions will be required to submit a "Request for Exception" form (see attached draft) and will be placed on a Corrective Action Plan (CAP). This will continue to be part of their work plan.

Changes (continued)

Ongoing Compliance

- **Past** – If jurisdictions were out of compliance from previous year, no additional action taken.

- **New** – If jurisdictions were out of compliance from previous year, they are asked on application to submit a plan to ensure compliance .

Changes (continued)

- **De Minimis**

- Past: 10% allowed

- New: 15% allowed

(Note, only used if you do not have a federally approved indirect cost agreement)

Changes (continued)

RFR Form (New) - (not yet finalized) will have added requirements due to federally added requirements:

- The name, mission statement, and purpose of each subrecipient receiving funds, along with the amount allocated and the specific role or activity being reimbursed.

- Whether the subrecipient's work or mission involves supporting aliens , regardless of whether FEMA funds support such activities.

- Whether the payment request includes an activity involving support to aliens.

- Whether the subrecipient has any diversity, equity, and inclusion practices.

- Supporting documentation to demonstrate that expenses are allowable, allocable, reasonable, and necessary under 2 C.F.R. Part 200 and in compliance with the grant's NOFO, award terms, and applicable federal regulations.

Changes (continued)

Short bios and resumes (New)

• "Subapplicants/subrecipients must submit short bios and resumes. This should include the type of entity, organizational leadership , and board members along with the both the names and addresses of the individuals. Resumes are subject to approval."

(Note, this is a new requirement for 2025. OEM will provide guidance when received.)

Changes (continued)

Grants Management Software - Currently scheduled to roll out January to May 2026

Anticipated positives:
- One place for correspondence, reporting, and requesting funds.
- All communication tracked
- Local can check status

Anticipated challenges:
- New system – learning curve for everyone (OEM and Locals)
- Timing might not be ideal (crossover in 25 before 26?)

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Ongoing Challenges

- **Award date vs. Period of Performance date**
  - NOFO released (last year April 16, 2024 – this year July 28, 2025)
  - OEM application deadline (last year June 24, 2024 – this year August 11, 2025)
  - Anticipated award – September 30, 2025
  - Period of Performance – October 2024 to September 2027.
  - July 2025, start of local funding. October is earliest contracts can go out under above scenario. Due to uncertainty, probably later.

Application Documents Needed

Documents

1. **EMPG Eligibility Application**

2. **FY 2025 Work Plan**

3. **FY2025 Budget Request Form**

4. **Job descriptions for each EMPG-funded employee**

5. **Federally approved cost allocation plan:**

6. **Monitoring Assessment Questionnaire or Management Self Certification**

7. **Environmental and Historic Preservation Screening Form**

8. **Request for Exception**

9. **Short bios and resumes**

Application Documents Needed (continued)

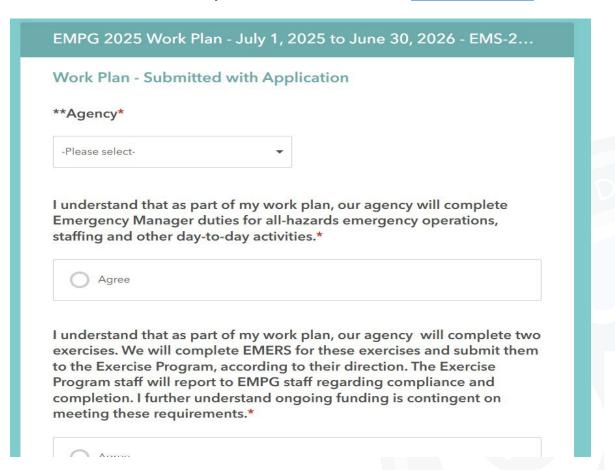- **EMPG Eligibility Application:** Complete the link provided in the email. Jurisdictions that did not participate in EMPG in 2024 can email oem.empg@oem.oregon.gov to receive an application link. (emailed 8/13 by Brittany Longanecker)

Oregon 2025 EMPG Subrecipient Application - EMS-2025-EP-0...

Note: In order to save this document so you can go back to work on it, you must put a character/date in all the required fields then hit the final "Submit" button at the end. It will send you a link to the email you entered so you can go back and make changes until you are ready to do your final submittal.

This form is the platform for all Oregon EMPG recipients to submit their application. In addition, you will need to submit:
2. **FY 2025 Work Plan:** Complete and submit EMPG Work Plan and Quarterly Monitoring Report survey.

To be submitted in Basecamp:

3. **FY2025 Budget Request Form:** Submit in Basecamp.
4. **Job descriptions for each EMPG-funded employee:** Submit in Basecamp.
5. **Federally approved cost allocation plan:** If claiming Indirect Costs (not required if claiming de minimis). Submit in Basecamp.
6. **Monitoring Assessment Questionnaire or Management Self Certification:** Submit one or the other in Basecamp.
7. **Environmental and Historic Preservation Screening Form:** Required if requesting equipment, submit in Basecamp.
8. **Request for Exception:** Required if you do not meet the criteria for eligibility. Submit in Basecamp.
9. **Short bios and resumes** "Subapplicants/subrecipients must submit short bios and resumes. This should include the type of entity, organizational leadership, and board members along with the both the names and addresses of the individuals. Resumes are subject to approval." (Note, this is a new requirement for 2025. OEM will provide guidance when received.)

Application Documents Needed (continued)

- **FY 2025 Work Plan:** Complete and submit [(link here).](#)

EMPG 2025 Work Plan - July 1, 2025 to June 30, 2026 - EMS-2…

Work Plan - Submitted with Application

**Agency*

-Please select-

I understand that as part of my work plan, our agency will complete Emergency Manager duties for all-hazards emergency operations, staffing and other day-to-day activities.*

○ Agree

I understand that as part of my work plan, our agency will complete two exercises. We will complete EMERS for these exercises and submit them to the Exercise Program, according to their direction. The Exercise Program staff will report to EMPG staff regarding compliance and completion. I further understand ongoing funding is contingent on meeting these requirements.*

○ Agree

Application Documents Needed (continued)

- **FY2025 Budget Request Form:** Submit in Basecamp.

Application Documents Needed (continued)

- **Job descriptions for each EMPG-funded employee:** Submit in Basecamp.

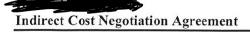| 60	NC	E	Assists Grant Management Team in the federal grant programs by establishing and maintaining grant document procedures and controls. Organizes grant applications, sets up mailings, and orders and maintains grant management supplies. Acts as staff support to the grant management team. Sets up and maintains grant files and tracks status. Produces and mails grant agreement and amendment documentation; receives and posts incoming grant agreements for signature. Ensures that all agreements and amendments have received the appropriate review by program/fiscal staff. Assists in developing forms, templates, statistical reports, and spreadsheets. Prepares and converts documents to PDF format for distribution. Continue file management for duration of grant followed by preparation of closed files for retention period and later destruction. Assists with state and federal grant reporting requirements: tracking, data entry, filing, etc.
20	NC	E	Acts as administrative staff supporting the federal grant funded programs. This includes handling of both internal and external documents, developing/preparing correspondence, reviewing publications, and arranging for printing and distribution of documents for training and exercises, as required.

Application Documents Needed (continued)

- **Federally approved cost allocation plan:** If claiming Indirect Costs (not required if claiming de minimis). Submit in Basecamp.

United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Indirect Cost Negotiation Agreement

EIN:

Date: 09/26/2023

Organization:

Report Number: 2023-0586

Filing Ref.:
Last Negotiation Agreement
dated: 05/09/2023

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal

Application Documents Needed (continued)

- **Monitoring Assessment Questionnaire or Management Self Certification:** Submit one or the other in Basecamp.

Oregon Department of Emergency Management
Risk Assessment Questionnaire

As the federal grantee and pass-through agency, Oregon Department of Emergency Management (OEM), is responsible for monitoring subrecipients throughout the subgrant lifecycle. OEM must evaluate each subrecipients' risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the sub-award for the purpose of determining the appropriate level of monitoring to ensure proper accountability and compliance with program requirements and successful achievement of performance goals.

This questionnaire should be completed by an Authorized Subrecipient Representative or Financial Manager.

Subrecipient Name:	
Tax ID Number (EIN):	
UEI #:	

General						
1. What is your agency's prior grant experience (in years) with each of the following programs as a sub-recipient? [§200.332(b)(1)]						
Emergency Management Performance Grant	☐0	☐1	☐2	☐3	☐4	☐5 or more
Homeland Security Grant Program (SHSP/UASI)	☐0	☐1	☐2	☐3	☐4	☐5 or more

OREGON DEPARTMENT OF **EMERGENCY MANAGEMENT**

MANAGEMENT SELF-CERTIFICATION

This form allows your organization to certify that its internal controls, policies and procedures, and systems have not changed since the most recent risk assessment. The purpose of the self-certification is to expedite the review process for grant subrecipients who have already completed a risk questionnaire or assessment as required by 2 CFR § 200.332. This self-certification document should be completed by an Authorized Subrecipient Representative.

Prior to completing this certification, please review your organization's internal controls, policies and procedures, and systems related to program operations, grants administration and reporting to identify any changes that may have occurred in the past year, or since your last review. Changes can be either beneficial (reduces risk) or detrimental (increases risk).

Unless otherwise noted below, I hereby certify that no changes have been made to the internal controls, policies and procedures, and systems as they relate to operations, grants administration and reporting. This includes, *but is not limited to*, the following processes:

Check Any That Have Changes:
- ☐ Significant Turnover or New Personnel in Key Positions (accounting or programmatic)
- ☐ New or substantially changed Financial Systems or Reporting processes.
- ☐ Cash Management and Payments processes.
- ☐ Cost Allowability controls.

Application Documents Needed (continued)

- **Environmental and Historic Preservation Screening Form:** Required if requesting equipment, submit in Basecamp.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 3/31/2026

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 7.2833 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. *Be advised that completion of this form does not complete the EHP review process.* You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: https://www.fema.gov/environmental-planning-and-historic-preservation-compliance.

Submit the completed form through your grant administrator who will forward it to GPDEHPInfo@fema.dhs.gov. Please use the subject line:

Application Documents Needed (continued)

- **Request for Exception:** Required if you do not meet the criteria for eligibility. Submit in Basecamp.

OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

Corrective Action Plan
Request for Exception

Corrective Action Plans (CAPs) must be developed and recorded when an organization cannot verify compliance with programmatic or grant requirements. Submission of a CAP allows organizations to work towards achieving full compliance and satisfy outstanding requirements for which the CAP is submitted that would otherwise exclude the organization from applying for and/or receiving direct benefit from federal preparedness grant funding.

Continued progress toward and completion of the CAP is required to maintain eligibility of federal preparedness grant funding. Progress toward the completion of the CAP will be included in quarterly grant reports. Changes to the CAP must be approved by the OEM Staff Contact prior to the projected CAP deadline. Failure to complete the requirements of the CAP may result in the loss of grant eligibility and funding. Proposed projects not selected for grant funding are highly encouraged to still complete the CAP in preparation of re-submission for funding at a later date.

If you have questions about integrating/maintaining compliance within your organization, please communicate with your OEM Staff Contact.

To be completed by requesting Jurisdiction	
Jurisdiction: (Ex. City, County, Region, State, or Tribal Nation)	Contact Name:
Organization/Dept. Name	Title:
Submission Date:	Email:

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Application Documents Needed (continued)

- **Short bios and resumes:** Subapplicants/subrecipients must submit short bios and resumes that include the type of entity, organizational leadership, and board members, along with both the names and addresses of the individuals. Resumes are subject to approval. (Note, this is a new requirement for 2025. OEM will provide guidance when received.)

Application Documents Needed (continued)

Stay Informed

- OEM will post all updates, guidance, and materials on our **official website**. Please check back regularly.

- Reach out early, Grants Team or Regional Coordinator

Application Documents Needed (continued)

EMPG Grants Team

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THANK YOU